

NOTICE OF APPOINTMENT/TERMINATION

POST 2-114 (Rev. 1/2000)

Pursuant to the Federal Privacy Act (Public Law 93-579) and the Information Practices Act (IPA) of 1977 (Civil Code Sections 1798, et seq.), notice is hereby given for the request of personal information. Failure to provide all or any part of the requested information may delay processing of this form, or result in an incomplete record. No disclosure of personal information will be made unless permissible under Article 6, Section 1798.24 of the IPA of 1977. Each individual for whom personal information is collected has the right to inspect that information in any record maintained by POST. Inquires may be directed to the POST Information Practices Act Coordinator at the address listed above. Contact the POST Information Services Bureau for instructions on requesting records.

INSTRUCTIONS

- Completion of this Notice form is required for peace officers, reserve peace officers, dispatchers, and records supervisors.
- Use this Notice to report new appointments, promotions, demotions, appointment status changes, corrections (including name changes), and terminations.
- Complete the IDENTIFICATION INFORMATION section, and as appropriate, either the APPOINTMENT or TERMINATION section.
- Please type or legibly print (in ink) all required information.
- Mail this Notice to POST at the above address within 30 days of such actions, as required by Regulation 1003 in the POST Administrative Manual.

IDENTIFICATION INFORMATION

1. SOCIAL SECURITY NUMBER	2. NAME (LAST) (FIRST) (MIDDLE)	3. BIRTH DATE Month Day Four-Digit Year								
4. GENDER <input type="checkbox"/> Male <input type="checkbox"/> Female	5. ALSO KNOWN AS (LAST) (FIRST) (MIDDLE)	FOR POST USE ONLY								
6. RACE/ETHNICITY (Mark the box that best describes the appointees' race/ethnicity. See the reverse for definitions.)										
<table border="0"><tr><td><input type="checkbox"/> American Indian or Alaska Native</td><td><input type="checkbox"/> Hispanic or Latino</td></tr><tr><td><input type="checkbox"/> Asian</td><td><input type="checkbox"/> Native Hawaiian or Other Pacific Islander</td></tr><tr><td><input type="checkbox"/> Black or African American</td><td><input type="checkbox"/> White</td></tr><tr><td><input type="checkbox"/> Filipino</td><td><input type="checkbox"/> Other</td></tr></table>			<input type="checkbox"/> American Indian or Alaska Native	<input type="checkbox"/> Hispanic or Latino	<input type="checkbox"/> Asian	<input type="checkbox"/> Native Hawaiian or Other Pacific Islander	<input type="checkbox"/> Black or African American	<input type="checkbox"/> White	<input type="checkbox"/> Filipino	<input type="checkbox"/> Other
<input type="checkbox"/> American Indian or Alaska Native	<input type="checkbox"/> Hispanic or Latino									
<input type="checkbox"/> Asian	<input type="checkbox"/> Native Hawaiian or Other Pacific Islander									
<input type="checkbox"/> Black or African American	<input type="checkbox"/> White									
<input type="checkbox"/> Filipino	<input type="checkbox"/> Other									
7. RANK / CLASSIFICATION (Select and enter the POST Code from the list on the reverse.)		8. DEPARTMENT NAME								

☐ **APPOINTMENT**

9. APPOINTMENT DATE Month Day Four-Digit Year	11. APPOINTMENT STATUS (Mark the appropriate status box. Selection requirements may be found in the indicated Commission Regulation.)												
10. APPOINTMENT TYPE (Refer to Regulation 1003.)													
<input type="checkbox"/> New <input type="checkbox"/> Promotion <input type="checkbox"/> Demotion <input type="checkbox"/> Appointment Status Change (e.g., reserve to peace officer, or dispatcher to reserve, etc.) <input type="checkbox"/> Correction to Record (highlight correction/s)	<table border="0"><tr><td><input type="checkbox"/> Peace Officer (Regulation 1002)</td><td><input type="checkbox"/> Dispatcher (go to box 13) (Regulation 1018)</td></tr><tr><td><input type="checkbox"/> Reserve Peace Officer (Regulation 1007)</td><td></td></tr><tr><td colspan="2">Also check the appropriate Reserve level</td></tr><tr><td><input type="checkbox"/> Level I – Peace officer authority 24 hours a day</td><td><input type="checkbox"/> Level II</td></tr><tr><td><input type="checkbox"/> Level I – Peace officer authority for duration of assignment only</td><td><input type="checkbox"/> Level III</td></tr><tr><td colspan="2"><input type="checkbox"/> Records Supervisor (go to box 13) (Regulation 1001 - definition only)</td></tr></table>	<input type="checkbox"/> Peace Officer (Regulation 1002)	<input type="checkbox"/> Dispatcher (go to box 13) (Regulation 1018)	<input type="checkbox"/> Reserve Peace Officer (Regulation 1007)		Also check the appropriate Reserve level		<input type="checkbox"/> Level I – Peace officer authority 24 hours a day	<input type="checkbox"/> Level II	<input type="checkbox"/> Level I – Peace officer authority for duration of assignment only	<input type="checkbox"/> Level III	<input type="checkbox"/> Records Supervisor (go to box 13) (Regulation 1001 - definition only)	
<input type="checkbox"/> Peace Officer (Regulation 1002)	<input type="checkbox"/> Dispatcher (go to box 13) (Regulation 1018)												
<input type="checkbox"/> Reserve Peace Officer (Regulation 1007)													
Also check the appropriate Reserve level													
<input type="checkbox"/> Level I – Peace officer authority 24 hours a day	<input type="checkbox"/> Level II												
<input type="checkbox"/> Level I – Peace officer authority for duration of assignment only	<input type="checkbox"/> Level III												
<input type="checkbox"/> Records Supervisor (go to box 13) (Regulation 1001 - definition only)													
12. PEACE OFFICER AUTHORITY (Complete this item for Peace Officer or Reserve Peace Officer status only. Enter the complete Penal Code Section, including any subsections, which describes the peace officer authority of the above-named appointee.)													
Penal Code Section 830. _____.													
13. TIME BASE <input type="checkbox"/> Full Time (Regulation 1001.(o)) <input type="checkbox"/> Part Time <input type="checkbox"/> Seasonal Full Time <input type="checkbox"/> Seasonal Part Time	14. PAY STATUS <input type="checkbox"/> Paid <input type="checkbox"/> Unpaid												

☐ **TERMINATION**

15. TERMINATION DATE Month Day Four-Digit Year	16. REASON FOR TERMINATION <input type="checkbox"/> Resigned <input type="checkbox"/> Discharged <input type="checkbox"/> Retired <input type="checkbox"/> Deceased <input type="checkbox"/> Felony/Serious Crime Conviction <input type="checkbox"/> Other
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17. ATTESTATION OF REPORTING OFFICIAL

I attest that the information provided on this form is true and correct and is based on my personal knowledge or inquiry. The personnel records of this agency substantiate the information on this form.

SIGNATURE OF DEPARTMENT HEAD OR AUTHORIZED DESIGNEE

FULL NAME AND TITLE (type or print legibly)

DATE

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ITEM 6 - RACE/ETHNICITY

INSTRUCTIONS — Use these definitions to assist you in selecting the category that best describes the appointee's race/ethnicity.

American Indian or Alaska Native

A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.

Asian

A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, Thailand, and Vietnam.

Black or African American

A person having origins in any of the black racial groups of Africa.

Filipino

A person having origins in any of the original peoples of the Philippine Islands.

Hispanic or Latino

A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

Native Hawaiian or Other Pacific Islander

A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

White

A person having origins in any of the original peoples of Europe, Middle East, or North Africa.

ITEM 7 - RANK/CLASSIFICATION

INSTRUCTIONS — Use this list to select the POST code for the appointee's rank/classification. This code will appear on the appointee's Peace Officer Profile (P101) in the Rank column under the Employment section.

<u>Rank/Classification</u>	<u>POST Code</u>	<u>Rank/Classification</u>	<u>POST Code</u>	<u>Rank/Classification</u>	<u>POST Code</u>
Acting Chief	ACTC	Detective (I, II, III)	DET	Ranger Supervisor	RNGS
Administrator	ADM	Director	DIR	Records Supervisor	RECS
Agent	AGNT	Dispatcher (I, II, III)	DIS	Records Supervisor/Dispatcher	RS/D
Assistant Chief	ACHF	Dispatcher Manager	DISM	(Full-time Records Supervisor AND full-time Dispatcher)	
Assistant Commissioner	ACOM	Dispatcher Supervisor	DISS	Reserve Level I	RI
Assistant Marshal	AMAR	District Attorney	DA	(Peace officer authority for duration of assignment only)	
Assistant Sheriff	ASH	Inspector	INS	Reserve Level I (24 hours)	RI24
Captain	CAPT	Investigator (I, II, III)	INV	(Peace officer authority 24 hours a day)	
Chief	CHF	Investigator Manager	INVM	Reserve Level II	RII
Chief Investigator	CHFI	Investigator Supervisor	INVS	Reserve Level III	RIII
Commander	CMDR	Investigator, Welfare Fraud	WINV	Sergeant	SGT
Commissioner	COM	Investigator Manager, Welfare Fraud	WINM	Sergeant-at-Arms	SGTA
Coroner	COR	Investigator Supervisor, Welfare Fraud	WINS	Sergeant-at-Arms Chief	SGTC
Corporal	CPL	Lieutenant	LT	Sheriff	SH
Deputy (I, II, III)	DPTY	Manager	MGR	Special Agent	SA
Deputy Chief	DCHF	Marshal	MAR	Supervisor	SUP
Deputy Commissioner	DCOM	Police Officer (I, II, III)	PO	Supreme Court Bailiff	SCB
Deputy Coroner	DCOR	Ranger	RANG	Trainee	TRN
Deputy Marshal (I, II, III)	DMAR	Ranger Manager	RNGM	Undersheriff	US
				Warden	WARD